

SOUTH KINGSTOWN PUBLIC LIBRARY

Action Plan

July 1, 2003 – June 30, 2006

MISSION STATEMENT

The South Kingstown Public Library provides materials and services to help users of all ages meet their needs: job-related, cultural, intellectual, informational, or personal. Special emphasis is placed on developing collections in reading, listening, viewing, and electronic formats at levels appropriate to the user.

Primary Roles

1. The Library is a door to the world's great literature and to life- long learning for all ages.
2. The Library is a resource for timely, accurate, and useful information.
3. The Library is a center for high demand/high interest materials.
4. The Library is a focus for cultural and intellectual pursuits.
5. The Library provides and maintains buildings that are comfortable, safe, and accessible to the community.
6. The Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association.

*Approved by Board of Trustees
May 2003*

COMMUNITY PROFILE (*Needs*)

South Kingstown, Washington County's largest community in terms of population (27,921) and geographic area (56.8 square miles) is comprised of several areas. These include Wakefield, Peace Dale, Kingston, West Kingston, Green Hill, Matunuck, and Perryville. Formerly a rural area, South Kingstown is today primarily residential in nature. The Wakefield/Peace Dale area is the commercial center of the community. The University of Rhode Island is the single largest employer and exerts a considerable impact on the area. In addition, retail trade and services are primary industries in South Kingstown providing 66 percent of all private sector jobs. Manufacturing is the third largest sector representing 17.3 percent of total private employment.

A good school system, and the availability of excellent recreational facilities as well as a sizable number of active civic, cultural, and community organizations, make South Kingstown an attractive community in which to live. Summer tourism expands the local population, as people are attracted to the beaches and other natural areas. Like several other communities in Rhode Island, South Kingstown has experienced unprecedented growth in recent years. Between 1990 and 2000, the Town's population grew by 3,309 persons from 24,612 to 27,921, an increase of 13.4%. This was the second largest numerical population increase among all Rhode Island cities and towns during the decade. Town officials project that the population will continue to grow. Based on information provided by the 2002 census, total housing units increased by 1,485 during the past ten years from 9,806 to 11,291.

According to the 2000 census, 44% of the Town's residents are between the ages of 18-44; 23% are under the age of 18; 21.6% are between the ages of 45-64; and 11.6% are 65 years of age or older. In addition, the educational level of the residents far exceeds the state average. Of the Town's population 25 years and older, 91.3 % are high school graduates and 46.8% have had four or more years of college while only 78% of the state's population have completed high school and 25.6% four or more years of college.

The increase in growth along with the fact that the educational level of the residents is so high, affects the level of library services needed to support the population. South Kingstown is a community with a strong tradition of library usage. This three-year action plan will continue this tradition and address the impact of continued growth and development within the community on library service.

Identifiable community needs for library service in South Kingstown are:

1. A central library with a strong reference, fiction, and non-fiction collection.
2. Branch libraries at Robert Beverly Hale and Kingston Free as local community centers.
3. Adult, juvenile, and young adult collections accessible in formats (print, non-print, electronic) that are relevant to the patrons' needs and interests.
4. Provision of quality reference/readers' advisory service in-house and via telephone and e-mail.
5. Programs for adults, families, school-aged children including young adults, and preschoolers.
4. Collections that support the curriculum and recreational needs of students in grades K-12.
7. Access to materials beyond those available locally through interlibrary loan.
8. Access to electronic resources available on the Internet, computer software, CD-ROM, and subscription databases.
9. Hours of service that will encourage and enhance the use of the library and its services, and adequate and safe parking for users.

5. Fostering community service through outreach programs.
11. Continuing to provide meeting space for community groups and organizations.

LIBRARY PROFILE

To provide quality public library service by efficient use of funds and resources for the citizens of South Kingstown, three independent libraries became the South Kingstown Public Library by town ordinance in 1975. The South Kingstown Public Library system with a central library (Peace Dale) and two branch libraries (Robert Beverly Hale and Kingston Free) is a free public library. It is governed by a seven-member Board of Trustees appointed by the Town Council. Annual operating revenues are derived from the local property tax appropriation, private endowments, overdue fines, and the state grant-in-aid, appropriated under R.I.G.L. 29-6-9.

The South Kingstown Public Library system operates with a Library Director under the direction of the Board of Trustees. The library staff consists of eleven full-time and twenty part-time employees including eight full-time professional librarians. The Library is open 140 concurrent hours and 65 unique hours per week to the 27,921 residents of South Kingstown.

As of June 30, 2002, the South Kingstown Public Library system had a total collection of 68,873 books, 6,635 audio-visual items, and subscriptions to 260 periodicals and 17 newspapers. From July 1, 2001 through June 30, 2002, the library system circulated 296,165 items (refer to Appendix One).

Registered borrowers numbered 14,219 as of July 1, 2002. South Kingstown Public Library, as a member of CLAN (Cooperating Libraries Automated Network) and RHILINET (Rhode Island Interrelated Library Network), provides access for its borrowers to the materials located in other public, academic, and special research libraries. For the fiscal year ending June 30, 2002, the Library staff answered 29,072 reference questions and processed 53,299 interlibrary loan transactions. In addition, 30,002 items were reserved by library patrons.

Total attendance as of June 30, 2002 at the 584 library-sponsored programs this past year was 17,941. The Library offers a wide variety of programs, including pre-school storytime; book discussion groups for children, young adults, and adults; summer reading programs for children and teens; cultural events such as musical and theatrical performances; and informational programs on topics of interest to the community. In addition to in-house programming, the South Kingstown Public Library also provides library materials and outreach services to public and private schools, homeschoolers, community agencies, and organizations such as Head Start.

ROLE STATEMENT

CENTRAL/BRANCH LIBRARY RELATIONSHIP

The system concept of library service to the patrons of a town's public library is that the central library is the repository of the greatest amount of material, and it is available to all users. Peace Dale Library is the central library. Its location and its size accommodate a greater number of patrons and resources. The central library is a resource for the branch libraries Kingston Free and Robert Beverly Hale. It is the primary function of the branch libraries to serve the smaller village communities where they are located. Their collections reflect the tastes and interests of the patrons they serve on a continuing basis.

SOUTH KINGSTOWN PUBLIC LIBRARY

SERVICE POLICY

The South Kingstown Public Library is a tax-supported public library serving, as its primary clientele, the residents of South Kingstown, but complying with standards established by the Rhode Island Library Network to provide service to other Rhode Island residents and with standards established by the American Library Association to provide service outside of our network. The library is open 65 unique hours and 140 concurrent hours per week and provides service to all users, regardless of residence.

REFERENCE SERVICE: Reference service is available during regular library hours. The Library staff responds to requests received in person, by phone, in writing, and via e-mail, giving priority to in-house users.

RESEARCH SERVICE: Every effort is made to assist with research when sufficient staff is available and the collection is deemed appropriate to the query.

CIRCULATION SERVICE: Direct borrowing privileges are limited to patrons holding valid CLAN cards. The library complies with CLAN policies and procedures.

STATEWIDE NETWORK SERVICES: With the exception of new books, all circulating printed materials, including periodicals, are available through interlibrary loan in compliance with the RHILINET and ALA interlibrary loan codes. South Kingstown Public Library audio-visual materials are not available through interlibrary loan. Remote access to the library system's holdings for RHILINET member libraries is made possible through the library system's membership in CLAN. Materials currently owned by the South Kingstown Public Library are part of the CLAN database. New acquisitions, including periodicals are entered into the database as they are received. Patrons can search the holdings of all CLAN libraries from a computer in the library, or from home.

MEETING ROOMS: Meeting rooms are available at both the Peace Dale and Kingston Free libraries. Please contact individual libraries to schedule use of the meeting rooms.

RESERVES: Materials can be reserved in person, by telephone, and online from within the library or from a remote location using the Library's website. Notification is by telephone or e-mail.

DISPLAYS AND EXHIBIT: The library makes exhibit space available as described in the South Kingstown Public Library Exhibit and Display Policy adopted by the Board of Trustees in December 1994. Exhibitors must insure or assume responsibility for items exhibited.

PROGRAMS: The library offers a variety of educational and cultural programs for patrons of all ages. Library programs are free and open to the public.

**SOUTH KINGSTOWN PUBLIC LIBRARY
ACTION PLAN**

GOALS

1. To continue to provide and maintain collections that reflect the best of classic and current literature for all ages.
2. To satisfy the increasing number of requests by library patrons of all ages for high demand/high interest print materials.
3. To continue to meet the growing demand for non-print materials by patrons of all ages for audiobooks, legally recorded music on compact discs, DVD'S videocassettes, and CD-ROM products,
4. To continue to strive for improved reference and information services.
5. To keep pace with and incorporate advancing technological developments to meet the information needs of the community.
6. To continue to promote awareness of library materials, programs, and services to South Kingstown patrons including but not limited to people with disabilities, people with a first language other than English, adult new readers, and non-user.
7. To continue to provide preschool children, their parents, and caregivers access to materials and activities that will foster a life-long love of reading and learning.
8. To continue to provide school-aged children with access to materials, resources and experiences that will continue to develop a life-long love of reading and learning.
9. To encourage Young Adults (grades 6-12) to become lifelong library users by continuing to provide for their informational, educational, recreational, and cultural needs.
10. To maintain a closer cooperative relationship with the public, private, and home-schooled populations of South Kingstown in order to provide appropriate curriculum related resources.
11. To provide improved access to the Youth Services collections and services.
12. To review and assess where additional staffing needs are required due to the continued increase in usage of the library system in order commitment to have sufficient staff to provide quality library service to the community.
13. To explore what options are available to provide the central library at Peace Dale with expanded parking by the year 2006.
14. To address the need to expand the central library at Peace Dale by the year 2006.
15. To continue to provide meeting space for library programming and community use as well as temporary exhibit and display space.

Goal One

To continue to provide and maintain collections that reflect the best of classic and current literature for all ages.

Objectives

1. The SKPL will collect at least fifty percent (50%) of the notable and award books of the previous year.
2. The SKPL will purchase or replace classic adult and juvenile titles which shall be determined by an ongoing review of "consider-for-replacement" lists, reserve and interlibrary loan requests.

Goal Two

To continue to satisfy the increasing number of requests by library patrons of all ages for high demand/high interest print materials, the library system will continue to provide these high demand materials.

Objectives

1. The SKPL will continue to hold as a priority the funding for high demand high priority print materials.
2. SKPL staff responsible for collection development will review on an ongoing basis each area of the adult, juvenile, and young adult collections, reserve requests, monthly reference statistics, circulation statistics, and interlibrary loan requests in order to determine specific high demand/high interest areas. Materials to meet the needs in these areas will be purchased accordingly.

Goal Three

To continue to meet the growing demand for non-print materials by patrons of all ages for audiobooks, legally recorded music on compact disc, DVD's videocassettes, and CD-ROM products.

Objectives

1. During the next three years, the SKPL non-print materials budget will increase by 25%.
2. During the next three years, the SKPL will monitor changes and trends in electronic formats and will purchase and update non-print collections accordingly.

Goal Four

To continue to strive for improved reference and information services.

Objectives

1. The SKPL will continue to support the reference needs of the community through the annual budget process.

2. The SKPL will continue to expand the adult and youth services reference collection with materials in print or electronic format.
3. The SKPL will continue to provide opportunities for continuing education in reference and related areas for professional and non-professional staff.
4. The SKPL will continue to bring additional resources not available locally to all library clientele through participation in CLAN, RHILINET, and other library automated networks.
5. The SKPL will revise and update the library system's Reference/Reader's Advisory Policy by July 1, 2004.
6. The SKPL will establish an e-mail reference service by January 1, 2004.
7. The SKPL will increase the number of titles available to patrons in the local and Rhode Island history collection by 2006.

.Goal Five

To continue to keep pace with and incorporate advancing technological developments to meet the information needs of the community.

Objectives

1. The SKPL will continue to seek third party funding for major upgrading of hardware and software associated with the statewide public library network (CLAN) as well as any new innovations the network may require of member libraries.
2. The SKPL will increase the number of Internet stations at the central library by July 1, 2004.
3. The SKPL will install a network printer for use by the public at the central library by July 1, 2004.
4. The SKPL will install Internet bandwidth management equipment at the central library by July 1, 2004.
5. The SKPL will reconfigure the floor space assigned to the public Internet stations for maximum utilization of space.
6. The SKPL will implement wireless technology at the central library by July 1, 2006.

Goal Six

To continue to promote awareness of library materials, programs, and services to South Kingstown patrons including but not limited to people with disabilities, people with a first language other than English, adult new readers, and non-users.

Objectives

1. The SKPL will promote, at least annually, one area of reference service through local media and the library system's website.
2. The SKPL will explore the feasibility of translating into languages other than English basic information about loan periods, overdue fees, registering for a library card, etc to meet the needs of library users whose first language is not English.

3. The SKPL will cooperate with local literacy groups regarding library materials and services for adult new readers.
4. The SKPL will continue to promote library materials services, and programs using a variety of publicity techniques.
5. The SKPL will continue to develop and expand the website to provide access to library materials and services from within the library and from remote locations.

Goal Seven

To continue to provide preschool children, their parents, and caregivers access to materials and activities that will foster a life-long love of reading and learning.

Objectives

1. The SKPL will continue its commitment to provide toddler and preschool storytime programs.
2. The SKPL will work with community agencies to develop and expand outreach services to families with preschool children.
3. The SKPL will increase the annual expenditure for picture books in order to provide a wide variety of books for preschool children.
4. The SKPL will revise and update the brochure of parenting resources for the parents and caregivers of preschoolers and publish it online by January 1, 2004.
5. The SKPL will develop a parenting collection for the library system by January 1, 2004.

Goal Eight

To continue to provide school-aged children with access to materials, resources and experiences that will continue to develop a life-long love of reading and learning.

Objectives

1. The SKPL will continue to provide programs for school-aged children throughout the year.
2. The SKPL will maintain the children's book discussion groups at Peace Dale and Kingston and explore the possibility of providing one at the Hale branch.
3. The SKPL will continue to provide a summer reading program in conjunction with the Office of Library and Information Services.
4. The SKPL will investigate Homework Centers at other libraries and community agencies (such as The Neighborhood Guild) for school-aged children and then establish a Homework Center (staffed by retired teachers or Honors high school students) at the central library by January 1, 2005.
5. The SKPL will increase the annual expenditure for juvenile print books in order to broaden and extend the scope of the print resources available to elementary school-aged children.
6. The SKPL will expand its collection of juvenile audio materials and computer software in order to broaden and extend the scope of non-print resources available for elementary school-aged children.

7. The SKPL will provide Internet access at the central library Youth Services Room by January 1, 2004 for patrons under the age of 14.

Goal Nine

To encourage Young Adults (grades 6-12) to become lifelong library users by continuing to provide for their informational, educational, recreational, and cultural needs

Objectives

1. The SKPL will continue to develop and maintain an active collection of young adult fiction titles, in particular those which have received awards, speak to the issues of cultural awareness and diversity, are accessible to reluctant readers, and those which meet the recreational reading interests of young adults.
2. The SKPL will double its collection of young adult nonfiction print materials, including those which support the formal educational needs of middle and high school students, those which focus on popular and informational materials, and those which support a wide range of reading levels of young adults.
3. The SKPL will develop and expand young adult collections of materials of various formats, including graphic novels, audio books, magazines, a popular music collection, a collection of CD-ROMs to be checked out or used in the library, and visual formats such as VHS and DVD.
4. The SKPL will continue to work together with the Teen Board of Advisors to develop and present a wider range of programs for young adults, including programs which provide creative outlets, create community, promote use of library resources, speak to specific information needs, and programs designed for recreational needs.
5. The SKPL will continue to provide reading programs including the middle school and high school book groups and the Teen Summer Reading Program.
6. The SKPL will develop an identifiable area which attracts and invites young adults to use the library to be designated as the Young Adult/Teen space for accommodating young adult collections, electronic resources, and seating.
8. The SKPL, with input from the Teen Board of Advisors, will expand and develop the library's young adult web page to support the formal educational needs of middle and high school students, furnish information general on current topics, provide access to community resources, and highlight quality sites of recreational interest to young adults.
9. The SKPL will continue to strengthen the bond between the library and the local public and private middle and high schools by fostering increased collaboration – both within the schools and within the public library – with literacy-based and information literacy programming including book groups, booktalks, library games, literary events, database and internet instruction, public library card signups, as well as joint participation in larger programs such as the RI Teen Summer Reading Program and the RI Teen Book Award selection.
10. The SKPL will foster outreach, collaboration, and partnerships with other local community agencies and institutions serving young adults to promote positive youth development.
11. The SKPL will seek third party sources of funding and support for young adult services, including local sponsorship, as well as state and national grant opportunities

Goal Ten

To maintain a closer cooperative relationship with the public, private, and home-schooled populations of South Kingstown in order to provide appropriate curriculum related resources.

Objectives

1. The SKPL will continue to have one of the Youth Services Librarians act as a liaison between the library system and the South Kingstown public and private schools.
2. The SKPL will develop a brochure for school faculty and staff detailing and promoting library materials and services in order that school faculty, staff, and students can best utilize the collection and services by June 30, 2003.
2. The SKPL will modify the existing homework alert form and investigate the possibility of online or e-mail notification by June 30, 2003.
4. The SKPL will continue to provide library card signups in area schools.

Goal Eleven

To provide improved access to the Youth Services collections and services.

Objectives

1. The SKPL will provide detailed plans for distinct areas for Children's and Young Adult collections at the central library by June 30, 2006.
3. The SKPL will provide detailed plans for a program room dedicated to Children's and Young Adult activities, separate from the community meeting room at the central library by June 30, 2006.

Goal Twelve

To review and assess where additional staffing needs are required due to the continued increase in usage of the library system in order to maintain the long standing commitment to have sufficient staff to provide quality library service to the community.

Objectives

1. The SKPL will hire a Summer Outreach Coordinator who will oversee the Summer Reading Program at the community playground sites, the YMCA, and coordinate the Reading Buddies program at all three branches by June 15, 2004.
2. The SKPL will investigate the possibility of additional coverage in the Youth Services area during all hours the library is open including when the Youth Services Librarians are involved with special programs, storytimes, etc.
3. The SKPL will increase Library Aide and Library Assistant hours to provide additional staff at Circulation as usage increases.
4. The SKPL will add a second full-time custodian to the library system's staff by July 1,

2006 in order to satisfactorily maintain three buildings open to the public 140 concurrent hours per week.

Goal Thirteen

To explore what options are available to provide the central library with expanded parking by the year 2006.

Objectives

1. To continue to investigate parking options for Peace Dale.
2. The SKPL will seek third party funding for land acquisition, if necessary.
3. The SKPL will widen the existing driveway to the parking lot as part of the overall expansion.

Goal Fourteen

To address the need to expand the central library facility by the year 2006

Objectives

1. The SKPL will work with Town officials to have funding appropriated in the 2004-2005 Capital Improvement Program to hire a library building consultant .to prepare a library building program. This study will address how the building could be expanded if additional property became available as well as what options exist for expansion with no additional property.
2. The SKPL will work with Town officials to have a bond referendum for building expansion approved by the voters by the year 2006.
4. The SKPL will also seek third party funding for building expansion and submit an application to the Office of Library and Information Services for construction reimbursement funding.

Goal Fifteen

To continue to provide meeting space for library programming and community use as well as temporary exhibit and display space.

Objectives

1. The SKPL will seek to provide expanded meeting space at the central library facility in the next building expansion program at Peace Dale.
2. The SKPL will continue to provide temporary exhibit and display space at the central library and branch libraries.

PLAN EVALUATION

The success of the Long Range Plan will be judged on the ability of the library system to meet

the objectives and time lines set forth. The plan will be reassessed annually to evaluate progress and modify objectives.

NEXT PLAN REVISION AND UPDATE

This will commence on or about September 2005.